



The World's Greatest Science Protecting America

Service Award or Retirement Party Funding Reimbursement Request

Send completed form with attached receipts to
"Attention Service Awards" at MS P280 or fax to 665-2156.

Requester	Z Number	Mail Stop	Group	Phone	Fax
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Reception Details

Reception Type: <i>(check one)</i> <input type="checkbox"/> Service Award <input type="checkbox"/> Retirement	Reception Date	Number of Guests
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Recipient Name(s)	Recipient Z Number(s)	Years of Service <u>OR</u> Retirement

Brief explanation of reception <i>(including location)</i>
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Reimbursement Information

Make Check Payable To	Z Number
Deliver By <i>(check one)</i> <input type="checkbox"/> Interoffice Mail Mail Stop: _____ <input type="checkbox"/> Mail to Home Mail Address: _____ <input type="checkbox"/> Call for pick-up Phone: _____	

Group Leader <i>(or above)</i> Name	
Group Leader <i>(or above)</i> Signature	Date

For Service Awards Office Use Only

Cost Code	Program Code	Cost Account	Work Pkg
Approved By		Date	Amount Authorized